

Document No. **23**  
 SECRET  
 Date: **1-9-74**  
 By: **35**

OGC Has Reviewed

15 JUN 1956

**CONFIDENTIAL**

MEMORANDUM FOR: Deputy Director (Support)

ATTENTION: Special Planning Assistant to the DD/S

SUBJECT: Policies and Procedures Concerning Travel and Compensation for Operation Alert 1956

1. Pursuant to a request from the SPA/DD/S, this Office, in collaboration with the Comptroller's Office and representatives of the Office of Logistics, Office of Communications and Office of General Counsel, has reviewed the subject problems concerning the Operation Alert. As a result of this review, Attachment 1 is proposed as the substance of a directive to all concerned. It is recommended that the proposed material be published in an Agency notice in order to inform all concerned of the manner in which Agency policies concerning travel and compensation, primarily, will be administered during the alert exercise.

2. During this exercise, employees taking part will be covered by the Bureau of Employees Compensation program during the time they are officially traveling and while in performance of duty at the TDY post. It is not considered necessary to make special mention of this in the issuance.

3. For security and administrative expense reasons, it is urged that, insofar as practicable, the number of private automobiles used for the official travel be kept to a minimum consistent with the purposes of the exercise. The automobile registration control procedure has been cleared with   per telecon on 14 June 1956.

4. The policies proposed are consistent with current Agency practices involving travel to and from TDY at the site of the exercise. It is the firm conviction of this Office and the Comptroller that no per diem should be authorized since meals and quarters will be provided at Government expense. We believe that compensation or compensatory time off for officers at grade GS-11 or above should not be authorized or considered necessary or desirable during an exercise designed to test our emergency plans and provide these officers with this type of experience and training.

**CONFIDENTIAL**

25X1A9a

*DD/S subject*

**SECRET**

SECRET

Approved For Release 2002/06/27 : CIA-RDP78-04718A002100010051-3

**SUBJECT: Policies and Procedures Concerning Travel and Compensation  
for Operation Alert 1956**

5. Additionally, (attachment 2) we are forwarding a proposed blanket TDY travel order to implement the policies announced in the attached proposed issuance.

SIGNED

Harrison G. Reynolds  
Director of Personnel

**Attachment:**

1. Proposed notice
2. TDY travel order

25X1A9a

**CONCUR:**

15/

Member, Support Planning Committee,  
Personnel

15 JUN 1956

Date

25X1A9a

15/

Member, Support Planning Committee,  
Comptroller

18 June 56  
Date

25X1A9a

15/

Office of General Counsel

18 June 56  
Date

25X1A9a

**Distribution:**

- 0 - Addressee
- 1 - Member, SPC, Pers
- 1 - Member, SPC, Compt.
- 1 - OGC
- 1 - D/Pers
- 3 - PS/OP
- 4 - DD/S subject

Approved For Release 2002/06/27 : CIA-RDP78-04718A002100010051-3

SECRET

**MISSING PAGE**

**ORIGINAL DOCUMENT MISSING PAGE(S):**

ATTACHMENT #1